

**BY ORDER OF THE COMMANDER  
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE  
INSTRUCTION 36-2301**

**9 SEPTEMBER 2011**



***Personnel***

**ENLISTED PROFESSIONAL MILITARY  
EDUCATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 49 FSS/FSD

Certified by: 49 FSS/CC  
(Major Christopher M. Busque)

Pages: 18

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This supplement implements and extends the guidance of the Air Force Instructions (AFI) 36-2640, *Executing Total Force Development*, 16 December 2008, AFI 36-2301, *Developmental Education*, 16 July 2010, AFI 36-2110, *Assignments*, 22 September 2009. This instruction implements Holloman Air Force policy concerning the selection and attendance of all Professional Military Education. It also outlines deferment procedures. It applies to all active duty Air Force members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rim.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Force Support Squadron Force Development Flight (49 FSS/FSD), 596 Fourth Street, Suite 203, Holloman AFB, NM 88330.

## Chapter 1

### ENLISTED PROFESSIONAL MILITARY EDUCATION SELECTION

**1.1. Overview.** Professional Military Education (PME) is an inherent noncommissioned officer (NCO) responsibility. AFI 36-2618, *The Enlisted Force Structure*, paragraph 4.1.16., states that all NCOs must “secure and promote professional military education for themselves and subordinates to develop and cultivate leadership skills and military professionalism.” PME completion enhances mission accomplishment by better preparing enlisted leaders to tackle today’s Air Force demands and challenges.

**1.2. Roles and Responsibilities.** It is the expectation of the 49th Wing (49 WG) leadership for all 49 WG personnel to complete professional military education commensurate with their grade. Enlisted Airmen must have a passing AF Fit Test current through the course completion to attend resident Enlisted Professional Military Education (EPME).

1.2.1. The Chief Leadership Course is conducted twice a year, newly promoted Chief Master Sergeants are required to attend one of the two courses within the first year of their promotion. Attendees are scheduled through the Air Staff (AF/A1DPE) at the Pentagon.

1.2.2. The Senior NCO Academy (SNCOA) is conducted throughout the year. All Senior Master Sergeants must attend in residence after completing SNCO Academy by correspondence. The originating office for the training allocation notification is Headquarters Air Force Personnel Center (HQ AFPC) who forwards quotas directly to 49th Force Support Squadron Personnel Systems Management Office (49 FSS/FSMPP) for the SNCOA about 90 days in advance of class start date who in turn forwards to 49th Force Support Squadron Formal Training Manager (49FSS/FSDEF).

1.2.3. The NCO Academy (NCOA) is conducted throughout the year. The AFPC Delta Team schedules all students in CONUS by name to attend the NCOA. HQ AFPC screens for Master Sergeants who have not yet attended NCOA, eligible Technical Sergeants’ date of rank (DOR), and pending permanent change of station (PCS) orders. See Scheduling Procedures (Attachment 2). The by-name Training Line Numbers (TLNs) (NCOA allocation Report of Individual [RIPs]) are sent to 49 FSS/FSDE via 49 FSS/FSMPP (PSM). Scheduling Procedures Example is at Attachment 3. Following is selection process for SNCOA and NCOA:

1.2.3.1. Formal Training Manager (FTM) receives training allocation notification for Holloman AFB eligibles from PSM via AFPC Delta Team normally 120 days prior to Class Start Date (CSD). If FTM does not receive the training allocation 120 day out, adjustment to the timeline will be made accordingly.

1.2.3.2. AFPC Delta Team assigns the most eligible members as primary attendees to the designated class. The FTM will assign the next ten (10) most eligible members as alternates for the designated class. A roster containing primary and alternate attendees will be sent to first sergeants for use in determining next eligible alternate in the event of a deferment. A list of alternates can also be found on AFPC Community of Practice. For SNCOA, AFPC will do initial identification and assign the primary. Alternates are selected at base-level.

1.2.3.3. The Training Line Numbers (TLN) are assigned at AFPC prior to quota distribution. The FTM will send a Training Allocation Notification to the member, the Unit Training Manager (UTM), First Sergeants, and Chiefs in the case of SNCOA selectees.

1.2.3.4. The FTM will send the RIP via email notification to primary and their chains of command with processing instructions 90 days prior to CSD for SNCOA and 120 days prior to CSD for NCOA. NOTE: IAW AFI 36-2301 (20 July 2010) Individuals selected for resident EPME will accept/decline/request deferment within 5 duty days of notification.

1.2.3.5. Follow-up notification is made to the member, their UTM, First Sergeant and commander 10 working days after the training allocation notification is received if member has not responded. Notifications will be made to the member, his/her First Sergeant, Commander and the Wing Command Chief if there is still no response. First Sergeants will notify the alternates to be ready to attend class in the event there is a cancellation from a primary selectee.

1.2.3.6. NCOA seat confirmation must be made 90 days prior to CSD. Otherwise, AFPC/DPSI notifies 49th Mission Support Group Commander (49 MSG/CC) 60 days prior to CSD of Holloman's non-compliance.

1.2.3.7. Thirty-days prior to CSD the FTM goes online to Temporary Duty (TDY)-to-School to ensure member's personal information is accurate and submits a request for orders.

1.2.3.8. Once orders have been processed, the FTM distributes a copy to the student, 49 FSS/FSMPM (Force Management), 49th Comptroller Squadron (49 CPTS), and member's Unit Training Manager.

1.2.3.9. The following is a timeline for NCOA starting at 120 days prior to CSD:

1.2.3.9.1. Day 120 Training Allocation Notification received. FTM sends primary and alternate roster to First Sergeants. First Sergeant notifies primary and alternate of selection to attend NCOA. RIPs are sent to member, UTM, and First Sergeant.

1.2.3.9.2. Day 113 FTM sends follow-up notification to member, UTM, First Sergeant, and Commanders.

1.2.3.9.3. Day106 FTM sends follow-up notification to member, UTM, First Sergeant, Commander, and Wing Command Chief.

1.2.3.9.4. Day 60 All deferments must be finalized.

1.2.3.9.5. Day 60 AFPC/DPSI notifies 49 MSG/CC with number of unconfirmed seats.

1.2.3.9.6. Day 35 All student profiles must be approved NLT 35 days prior to class start.

1.2.3.9.7. Day 30 FTM requests orders from TDY-to-School. Orders are forwarded to attendee immediately upon receipt.

1.2.4. Enlisted Professional Enhancement Courses are established locally for Senior Airman/Staff Sergeants known as Airman Professional Enhancement Course (APEC), and NCOs in the rank of Technical Sergeant known as the NCO Professional Enhancement Course (NCOPEC). These courses bridge the gap between each level of enlisted PME and are considered vital to professional development of an airman. The Career Assistance Advisor tracks all attendees. Courses will be held throughout the year and are scheduled by the Professional Development Center (PDC).

1.2.5. Airman Leadership School (ALS): Completion of resident ALS is required for SrA selected for SSgt before their promotion increment month. Individuals selected may not decline attendance. Members attending must meet, possess, or obtain the required eligibility and retainability as specified in AFI 36-2301 and Education & Training Course Announcements (ETCA) ALS Eligibility Criteria. The ALS Commandant must follow the seniority-based process in accordance with (IAW) AFI 36-2301 in order to ensure the right personnel attend to eliminate promotion withholds. Selection and scheduling for ALS attendance is accomplished by the local ALS and is driven by the SSgt promotion release.

1.2.5.1. ALS Selection Process. Personnel Management Specialists (PSM) provide eligibility rosters as required. The ALS Commandant identifies enough students (primaries and alternates) to fill the production quota for a class and notifies the unit of potential students no later than 45 days prior to class start date. (NOTE: The 45/21 day notification requirement is waived for the ALS class immediately following staff sergeant promotion release to accommodate the immediate training of staff sergeant selects.)

1.2.5.2. The unit will review a list of potential students.

1.2.5.3. The unit commander will verify member's ALS eligibility by completing a student eligibility checklist and return it to ALS within 10 days. An example is located at Attachment 7.

1.2.5.4. If a member is deployed or TDY, a letter is all that is needed. This letter goes directly to the ALS Commandant.

1.2.5.5. If a member cannot attend the specified class for reasons other than being deployed or TDY, the unit must process deferment request in accordance with paragraphs 2.1 and 2.2.

1.2.5.6. Members with a temporary physical limitation must receive a final eligibility determination prior to attendance. The unit first sergeant provides AF Form 422, *Notification of Air Force Member's Qualification Status*, to ALS Commandant within 10 days. The ALS Commandant will determine eligibility. Eligibility will be based on school's ability to accommodate the medical condition and an overall assessment of impact to course objectives.

1.2.5.7. The unit commander will notify member of their selection (primary or alternate) to attend a specific class no later than 21 days prior to class start.

1.2.5.8. The member will acknowledge notification by signing eligibility checklist within 5 days of receipt and return the completed notification, eligibility, and selection documents to ALS no later than 10 days before class begins.

1.2.5.9. The following is a timeline for ALS starting at 45 days prior to CSD:

1.2.5.9.1. Day 45 Unit receives list from ALS Commandant and verifies eligibility of attendees.

1.2.5.9.2. Day 35 Eligibility checklist is returned or deferment letter if student can't attend.

1.2.5.9.3. Day 21 Students are notified of selection.

1.2.5.9.4. Day 17 Student acknowledges notification and returns required documents to ALS.

## Chapter 2

### DEFERMENT PROCESS

#### 2.1. Types of Deferments. Deferments are categorized into 3 general types:

2.1.1. Mission: The individual scheduled to attend PME is indispensable to the mission; in short the mission will absolutely fail without his/her presence. Individual is deployed or scheduled for deployment.

2.1.2. Medical: The individual scheduled to attend PME is on a medical profile that would prevent them from meeting requirements of PME signed by a competent medical authority. The medical deferment will include AF Form 422 (see example at Attachment 4) and AF Form 469, *Duty Limiting Condition Report*. (Note: There is a special process for medical deferments for SNCOA/NCOA. AF Form 422 and AF Form 469 must be sent to the school house. They will make the final determination if a student can attend.)

2.1.3. Humanitarian: The individual scheduled to attend PME experiences an unusual stressful family or personal situation or emergency situation with an immediate family member as defined under humanitarian reassignment criteria in accordance with AFI 36-2110, *Assignments*.

#### 2.2. The approval authority for all deferments is the 49 WG/CC (or Senior Rater) for all level of EPME. SNCOA and CONUS NCOA Deferment Checklist is at Attachment 5.

2.2.1. **Chief Leadership Course:** The deferment process mirrors the NCOA/SNCOA process except letter is sent to HQ ACC and then to AF/A1DPE.

2.2.2. **NCOA/SNCOA:** If a deferment is approved, the FTM will refer to the eligibility roster from the AFPC approved alternate list for a replacement name to submit to AFPC/DPSIT Delta Team along with the approved deferment letter. The formal deferment letter (Attachment 6) must be adhered to. (NOTE: For SNCOA, if prior to 2-weeks before class start date, the FTM will send AFPC/DPSIT Delta Team a replacement name for approved deferments. If it is less than 2 weeks prior class start date, AFPC/DPSIT Delta Team will select an alternate from the AF-wide approved list.)

2.2.3. **ALS:** Members selected for ALS may be deferred for compelling non-routine mission, humanitarian, medical, or other reasons without prejudice upon approval of the Wing Commander. Deferment requests will be kept to the absolute minimum and require solid justification. Example ALS Deferment Letter is at Attachment 8.

2.2.3.1. Unit will process all deferment requests through their respective group via unit commanders to the ALS Commandant for coordination NLT 35 days prior to class start date. ALS Commandant will consolidate all inputs for the Wing Command Chief coordination/concurrence and forwarding to Wing Commander for approval/disapproval.

2.2.3.2. ALS Commandant will notify units of the final outcome of the deferments (i.e. approve or disapproved). The ALS will file approved deferments for a matter of record.

DAVID A. KRUMM, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2301, *Professional Military Education*, 16 July 2010

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

AFI 36-2640, *Executing Total Force Development*, 16 December 2008

**Prescribed Forms.** No forms prescribed within this publication.

**Adopted Forms.**

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center

**ALS**—Airman Leadership School

**CSD**—Class Start Date

**CONUS**—Continental United States

**DOR**—Date of Record

**FTM**—Formal Training Manager

**NCO**—Non-Commissioned Officer

**OTA**—Oracle Training Administration

**PCS**—Permanent Change of Station

**PME**—Professional Military Education

**PSM**—Personnel Systems Management

**SNCO**—Senior Non-Commissioned Officer

**TAFMSD**—Total Active Federal Military Service Date

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TLN**—Training Line Number

**UTM**—Unit Training Manager



**Attachment 2****CONTINENTAL UNITED STATES (CONUS) NON-COMMISSIONED OFFICER  
(NCOA) SCHEDULING PROCEDURES****INTRODUCTION**

The Air Force Personnel Center (AFPC) Education and Training office schedules all students in the CONUS by name to attend the NCOA. The by-name Training Line Numbers (TLNs) (NCOA allocation Report of Individual Personnel [RIPs]) are sent to the base Force Support Squadron, Force Development Flight, Education and Training (FSS/FSDE) via the MilPDS/Oracle Training Administration (OTA). A combined list of support bases for each CONUS NCOA is compiled and students are selected using their Date of Rank (DOR).

**OPR:** HG AFPC/DPSIT (Education & Training Branch)

**REFERENCES:** **AFI 36-2301**, *Developmental Education*, **AFI 36-2201**, *Air Force Training Program*

**TARGET AUDIENCE:** Active Duty

**GENERAL INFORMATION:**

1. The CONUS NCOA By-Name Scheduling Roster identifies the eligibility of members to attend the NCOA. Ineligibility factors include:

- a. Deployment (DSC)
- b. Pending a Permanent Change of Station (PCS)
- c. Not promotion eligible
- d. Date of Separation (DOS) is within six months
- e. Assignment Availability Code (AAC) of:
  - 1) AAC 05 – Applied for Commission
  - 2) AAC 06 – Chronic Humanitarian-Term (ASGMNT member has 15-19 years Service
  - 3) AAC 08 – CDA Retainability
  - 4) AAC 09 – Declined to obtain required retainability for PCS, training, or elected retirement in lieu of PCS
  - 5) AAC 10 – Denied Reenlistment
  - 6) AAC 11 – Member in Phase 1-5 USAF Drug abuse Rehabilitation Program
  - 7) AAC 12 – Material Witness
  - 8) AAC 13 – International Hold
  - 9) AAC 14 – Material Witness
  - 10) AAC 15 – Military/Civil Court Action
  - 11) AAC 16 – On Control Roster
  - 12) AAC 17 – Pending SP/AFOSI Investigation
  - 13) AAC 19 – Referral EPR
  - 14) AAC 20 – Alcohol Abuse Rehabilitation
  - 15) AAC 21 – Commander Hold Option
  - 16) AAC 25 – Enlisted Person Selected for Special Duty
  - 17) AAC 27 – Nominated to HQ USAF/MAJCOM for Selective Assignment
  - 18) AAC 30 – Humanitarian/Permissive Assignment or Deferment
  - 19) AAC 34 – EFMP Reassignment or Deferment

- 20) AAC 37 – Medical Evaluation board (MEB) or Physical Evaluation Board (PEB)
  - 21) AAC 60 – Forecasted Accession, Awaiting Pilot Training
  - 22) AAC 61 - Forecasted Accession, Awaiting Navigator Training
  - 23) AAC 62 - Forecasted Accession, With Educational Delay
  - 24) AAC 66 - Forecasted Accession, Other
  - 25) AAC 70 – HQ USAF or MAJCOM Hold
  - 26) AAC 81 – Pregnancy
  - 27) AAC 82 – High School Senior Assignment Deferment (HSSAD)
  - 28) AAC 83 – health Professions Scholarship Student
2. A copy of the NCOA scheduling roster is available on the Formal Training Community of Practice (CoP) at: **<https://afkm.wpafb.af.mil/ASPs/CoP/formaltraining>**
3. Technical Sergeants (TSgts) must complete/graduate from the NCOA before promotion to Master Sergeant (MSgt).
4. Requests to attend an earlier NCOA class must be submitted to the FSS/FSDE. The FSS/FSDE submits the request to the Total Force Service Center 9TFSC) Delta Team. **NOTE:** Air Force needs determine approval/disapproval of the request.
5. A member can request to be a Short Notice Volunteer (SNV) for a specific NCOA class. Complete the SNV memorandum, and scan/attach/submit the signed memorandum to **[delta.fto@randolph.af.mil](mailto:delta.fto@randolph.af.mil)**, or fax to the TFSC NCOA Scheduling at DSN 665-2328. **NOTE:** Members whose physical profile requires an AF Form 422, *Notification of Air Force Member's Qualification Status* are ineligible to apply for SNV.
6. Submit questions or deferment requests to **[delta.fto@randolph.af.mil](mailto:delta.fto@randolph.af.mil)**.

## Attachment 3

## SCHEDULING PROCEDURES EXAMPLE

CSD 1 May			Eligibles	DOR	Status
Smith, John			Smith, John	061001	
Blue, Randy			Ray, Joe	061001	Retiring
Doe, Jane			Blue, Randy	061101	
Alpha, Ray	PCS	070901	Garcia, Hector	061201	Deployment
Cobb, Sean			Doe, Jane	061201	
Beale, Tony	Alt #1		Alpha, Ray	070101	PCS 070901
James, Ron	Alt#2		Cobb, Sean	070201	
CSD 1 Aug			Miller, Sandra	070301	
Garcia, Hector			Vega, Juan	070301	
Miller, Sandra			Dollar, Penny	070401	PCS 071101
Vega, Juan			White, Jack	070401	
Dollar, Penny	PCS	071101	Fish, Jacob	070501	Deployment
White Jack			Beale, Tony	070601	
Nickel, John	Alt#1		James, Ron	070701	
Wright, O.B.	Alt#2		Nickel, John	070701	
			Wright, O.B.	070701	

The above is an example of the process, those items that we can see in system, we can work around. In this case the second most eligible member TSgt Ray was by-passed due to an approved retirement. TSgt Garcia was assigned a later class date due to the fact that he was deployed and unavailable for the first class. TSgt Fish, who is also deployed will be assigned a class date after his arrival from deployment. The Alternates for the classes, if not used to backfill a primary, are also automatically the most eligible for the next class. (see HOLLOMANAFBI36-2301, para 1.2.3.1. - 1.2.3.9. for further guidance).

## Attachment 4

## SAMPLE OF AF FORM 422

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by (U.S.C. citation and or Executive Order number). System of records notice (F044 AF SG D and Automated Medical/Dental Record System) applies.

NOTIFICATION OF AIR FORCE MEMBER'S QUALIFICATION STATUS																																									
Name (Last, First MI)					RANK		DATE																																		
SSAN		MAJCOM / INSTALLATION			Squadron / Unit Of Assignment																																				
Squadron Organizational E-Mail Address					Duty Telephone																																				
<input type="checkbox"/> DENTAL STATUS - UNKNOWN (CLASS 4)					<input type="checkbox"/> DENTAL TREATMENT - REQUIRED (CLASS 3)																																				
<input type="checkbox"/> RECOMMENDATION MEMBER IS CLEARED FOR: <input type="checkbox"/> Overseas PCS <input type="checkbox"/> Retraining/Special Duty Assignment <input checked="" type="checkbox"/> Attendance at USAF PME Course (See AFCA for Detailed Requirements) <input type="checkbox"/> Other					<input type="checkbox"/> FOLLOWING AN MEB, MEMBER RETURNED TO DUTY WITH AN ASSIGNMENT LIMITATION CODE "C" AS DETERMINED BY HQ/AFPC SEE RECOMMENDED RESTRICTIONS FOR ADDITIONAL COMMENTS  FHM: Check Appropriate C-Code Category Box Below <input type="checkbox"/> Category C-1 <input type="checkbox"/> Category C-2 <input type="checkbox"/> Category C-3 <input type="checkbox"/> NOT APPLICABLE																																				
PME, SPECIAL DUTY APPLICATION AND AFSC RETRAINING PHYSICAL PROFILE ASSESSMENT					<input type="checkbox"/> Initial Flight or Special Operational Duty Physical: TYPE Reading Aloud Test Sat <input type="checkbox"/> Unsat Color Vision Test Pass <input type="checkbox"/> Fail <input type="checkbox"/> Other (See Additional FHM Comments)																																				
P	U	L	H	E	S	SAT																																			
ADDITIONAL COMMENTS: The member can participate in PME activities with the following limitations: (Circle applicable limitation/add comments as needed) <table border="0"> <tr> <td>a) Speak/Vocalize Commands:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> <tr> <td>b) Writing:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> <tr> <td colspan="4">c) Marching/Walking (MAXIMUM ALLOWABLE TIME (i.e. maximum 15 minutes)):</td> </tr> <tr> <td>d) Stand in formation 30+ minutes (time):</td> <td></td> <td></td> <td></td> </tr> <tr> <td>e) Pushups:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> <tr> <td>f) Situps:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> <tr> <td>g) Abdominal Crunches:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> <tr> <td>h) Running:</td> <td>No limitations;</td> <td>With limitations (specify);</td> <td>Cannot perform</td> </tr> </table> Other: (utilize as needed)										a) Speak/Vocalize Commands:	No limitations;	With limitations (specify);	Cannot perform	b) Writing:	No limitations;	With limitations (specify);	Cannot perform	c) Marching/Walking (MAXIMUM ALLOWABLE TIME (i.e. maximum 15 minutes)):				d) Stand in formation 30+ minutes (time):				e) Pushups:	No limitations;	With limitations (specify);	Cannot perform	f) Situps:	No limitations;	With limitations (specify);	Cannot perform	g) Abdominal Crunches:	No limitations;	With limitations (specify);	Cannot perform	h) Running:	No limitations;	With limitations (specify);	Cannot perform
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g) Abdominal Crunches:	No limitations;	With limitations (specify);	Cannot perform																																						
h) Running:	No limitations;	With limitations (specify);	Cannot perform																																						
Force Health Manager identified in the signature block below has reviewed this recommendation in its entirety. The PIMR database and medical record of the member has been reviewed and any related action(s) to the condition to which this recommendation applies is noted. Date this condition (or related, previously diagnosed conditions) that render the member's qualification for retention questionable.																																									
Name and Grade of Health Care Provider					Signature		Today's Date																																		
Force Health Manager					Signature		Today's Date																																		
Profile Officer Review					Signature		Today's Date																																		

**Attachment 5****SNCOA & CONUS NCOA DEFERMENTS CHECKLIST****Deferment E-mail Subject Line Format:**

10-1/PETERSON (ACADEMY LOCATION)/MISSION/DOE, JOHN L. TSGT

**MEDICAL DEFERMENT**

All medical deferments are faxed or e-mailed directly to the school house;

SNCOA – sncoa.studentadmin@maxwell.af.mil

Lackland NCOA – Johnny.phelps@lackland.af.mil

Keesler NCOA – larence.kirby@keesler.af.mil

Gunter NCOA – paul.mitchell@maxwell.af.mil

Peterson NCOA – loretta.misley@peterson.af.mil

Tyndall NCOA – Steve.ross@tyndall.af.mil

McGhee Tyson NCOA – Kevin.thomas.1@ang.af.mil

Include profile (AF Form 422 and AF Form 469)

School house will courtesy copy Delta team of approval/disapproval

Send the Delta team an e-mail to request member to be canceled if disapproved

If member is approved to attend then they must attend PME

Provide eligible replacement

**MISSION DEFERMENT** (manning etc...)

Send Memo for Record with CC, Wing CC and Command Chief Signature to delta.fto@randolph.af.mil

Provide eligible replacement (see HAFB OI para 2.1 for local procedures)

**PERSONAL HARDSHIP DEFERMENT** (dependent care, finances etc...)

Send Memo for Record with CC, Wing CC and Command Chief Signature to delta.fto@randolph.af.mil

Provide eligible replacement (see HAFB OI para 2.1 for local procedures)

**TDY/DEPLOYMENT DEFERMENT**

Verify in MilPDS Duty Status Code 20 is updated in members record, if so no letter is needed send e-mail notification of members deployment/TDY to Delta Team

If not, send e-mail with deployment tasking notification letter to delta.fto@randolph.af.mil

Provide eligible replacement (see HOLLOMANAFBI36-2301 para 2.1. for local procedures)

**RETIREMENT/SEPARATION**

Member **must** have Record Status 20 updated before the member can be cancelled

Verify in MilPDS Record Status Code 20 is updated in members record

E-mail Delta Team of members current Record Status for cancellation

Provide eligible replacement

**DECLINATIONS**

Member must meet all requirements in AFI36-2301 4.4.-4.4.4.

Verify AAC code 9 (FSS Career Development updates) is updated before submitting request to cancel to AFPC Delta Team

Provide eligible replacement

## Attachment 6

## REQUEST FOR SNCO/NCO ACADEMY DEFERMENT



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 49TH WING (ACC)  
HOLLOMAN AIR FORCE BASE, NEW MEXICO

DATE

MEMORANDUM FOR (Squadron)/CC

FROM: (Member's Squadron/Office Symbol)

SUBJECT: Request for NCO Academy Deferment

1. I, **MSgt Iman Example, 987-65-4321**, request a deferment for NCOA IAW AFI 36-2301 (personal hardship). Provide specific justification here.
  - a. Academy: YNCOA(Lackland, Keesler, Gunter, Peterson, Tyndall, McGee Tyson)
  - b. Class ID: **2004E**
  - c. Training Line Number: **RF0D4020306**
  - d. Date of Rank:
  - e. Number of Previous Deferments:
  - f. Projected Availability Date:
2. Any questions or for additional information, contact me at **duty phone**.

**IMAN EXAMPLE, TSgt, USAF**  
Duty Title

Memorandum for Record, (DATE), NCO Academy (NCOA) Deferment

1st Ind, (Squadron)/CC

MEMORANDUM FOR 49 WG/CCC

Recommend approval/disapproval

Squadron Commander's Signature Block

2nd Ind to 49 WG/CCC, Request for NCO Academy Deferment

MEMORANDUM FOR 49 WG/CC

Recommend approval/disapproval

Command Chief's Signature Block

3rd Ind, 49 WG/CC

MEMORANDUM FOR (Member's Squadron/Office Symbol)

Approved/disapproved

## Attachment 7

## ALS STUDENT ELIGIBILITY CHECKLIST (REVISED OCT 10)

## 1. STUDENT NOTIFICATION:

\_\_\_\_\_ is a **potential** candidate to attend ALS class **11-2**.  
 (Please Print First and Last Name & Squadron)

This form is verification that this individual meets **all** of the eligibility requirements outlined in section 2.

**Return this worksheet to ALS NLT 14 OCT 2010. Handcarry or email to 49FSS.ALS@holloman.af.mil along with a copy of the student's most current Fit Assessment from the AF Portal.**

**\*\*NOTE: ALS student's fitness assessment must be passing and current through the class grad date.**

## 2. ELIGIBILITY REQUIREMENTS: per Education and Training Criteria Announcement (ETCA)

Is member on temporary profile prohibiting them from meeting **ALL** course requirements? **N**  
 Is member on a control roster? **N**  
 Is member charged with an offense or pending punishment under UCMJ? **N**  
 Member has 6 months retainability IAW AFI 36-2301, Pg 35 Table 4? **N\***  
 Members FIT score is passing and current through the class graduation date? **N**

## 3. ADDITIONAL INFO:

Member has all required uniforms as outlined in AFI 36-3014? **N**  
 Member has been briefed to delay off-duty education during ALS? **N**  
 Has student received a remote assignment notification? **N**  
 If so, RNLT Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Gender: **M / F** (circle one)

Race: \_\_\_\_\_ DOS\*: \_\_\_\_\_ DOR: \_\_\_\_\_

**Required per Procedural Guidance**

SSGT (s) LINE # \_\_\_\_\_ AFSC # \_\_\_\_\_ TAFMS Date: \_\_\_\_\_

SQ: \_\_\_\_\_ Duty Title: \_\_\_\_\_ Married/Single (circle one)

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Duty # \_\_\_\_\_

Home Address: \_\_\_\_\_ Work E-mail address \_\_\_\_\_

## 4. STUDENT ACKNOWLEDGEMENT:

**Selected students will report for the pre-brief to Bldg 339, ALS Auditorium on: 01 Nov 2010 NLT 0900 in UOD.**

**Selected students will report for class to Bldg 339, ALS Auditorium on: 12 Nov 2010 NLT 0700 in ABU's (no flight suits).**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. COMMANDERS CERTIFICATION (Check the appropriate box) Required per Procedural Guidance

- ☐ This member **MEETS** all eligibility requirements.  
☐ This member **DOES NOT** meet eligibility requirements.  
☐ The member listed above **will not attend** due to **MISSION/ MEDICAL/ HUMANITARIAN** (Circle one).  
☐ Referral request letter must/will be routed by the squadron, and submitted to the ALS Commandant NLT **14 OCT 10**. Direct any questions to the ALS Commandant.

\_\_\_\_\_  
 Commander's Name/ Rank/ Date



## Attachment 8

## INDIVIDUAL DEFERMENT REQUEST



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 49TH WING (ACC)  
HOLLOMAN AIR FORCE BASE, NEW MEXICO

DATE

MEMORANDUM FOR 49 FSS/FSDA

FROM: (Squadron/CC)

SUBJECT: Airman Leadership School Deferment for (Rank first and last name)

1. Request deferment from sending SrA \_\_\_\_\_ to ALS at this time. SrA \_\_\_\_\_ understands if promoted to staff sergeant, promotion may be deferred or cancelled until he/she meets all PME requirements. The specific reason(s) why this Airman cannot attend ALS is because the member (select from below)

- is deployed to (*provide info if possible; THIS type of deferment letter will not go to wing—only for Commandant-remove unneeded signature blocks*)
- will deploy on \_\_\_\_\_ date. (*delete sub-point if not needed*)
- has a *Mission, Humanitarian, Medical, or Other* situation. *Provide specific explanation for the situation here. (See AFI 36-2301 for more information.) (delete sub-point if not needed)*

2. **Estimated** date when member will be available to attend: (*estimate the month and year or future ALS Class #*) . SrA \_\_\_\_\_ does/does not have a line number for staff sergeant. Line # \_\_\_\_\_. (*If member will PCS or separate, please state so.*)

3. This deferment will be processed through the respective chain of command to the ALS Commandant for coordination, Wing Command Chief (WG/CCC) for coordination/concurrence and Wing Commander (WG/CC) for approval as required. Please provide point of contact information.

Squadron Commander's Signature Block

1st Ind, 49 WG/CCC, (Date)

MEMORANDUM FOR 49 WG/CC

Concur/Non Concur

GERARDO TAPIA, CMSgt, USAF  
Command Chief Master Sergeant, 49 WG

2nd Ind, 49 WG/CC, (Date), Airman Leadership School Deferment for (Rank first and last name)

MEMORANDUM FOR 49 FSS/FSDA

Approved/Disapproved.

DAVID A. KRUMM  
Colonel, USAF